

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Assoc. Superintendent, PSS

**Issue No:** 4

**Date:** 7/29/91

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**Reference:** EC 45128-32; PC 70.300.2

**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES**

**4.3 CLASSIFIED PERSONNEL**

**4.303 OVERTIME**

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**SECTION 4.303.1 Overtime Procedure**

**Regulations**

1. All overtime must have the prior approval of the appropriate manager.
2. Classified employees shall be compensated for overtime work in accordance with the following provisions.
  - a. Employees shall be compensated for all actual time worked in excess of eight hours in any one day or in excess of forty hours in any work week.
  - b. Compensation for overtime work shall be at the rate of one and one-half (1½) times the employee's regular hourly rate. For full time employees, time and one-half (1½) will be paid for all hours worked on the sixth consecutive day and double time will be paid for all hours worked on the seventh consecutive day.
  - c. Employees having an average work day of four hours or more during the work week shall receive one and one-half (1½) the employee's hourly rate of pay for all hours worked on the sixth or seventh consecutive day following the commencement of the work week.
  - d. Employees having an average work day of less than four hours per day, five days per week, shall receive one and one-half (1½) the employee's hourly rate of pay for all hours worked on the seventh consecutive day following the commencement of the work week.
3. Employees assigned to management classes shall be exempt from these provisions and are ineligible to receive overtime compensation.
4. At the discretion of the appropriate manager/supervisor, compensation may be in the form of cash payment or compensatory time off of equivalent value to such cash payment.
  - a. Compensatory time off may be accrued to a limit of 240 hours and shall be granted within twelve (12) months of the date on which it is earned.
  - b. An employee with compensatory time who requests use of such, shall be permitted to use the time within a reasonable period after making the request provided that such use does not unduly disrupt the operations of the District.
  - c. Upon termination, an employee shall be paid for unused compensatory time.

**SECTION 4.303.1 Overtime Procedure**

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5. Work performed by employees on legal or declared holidays shall be considered as overtime without regard to the number of hours worked on other days of that week. Such holiday pay shall be in addition to the employee's regular compensation.
  - a. Work performed by an employee in an exempt class on legal or declared holidays shall be compensated (in addition to the employee's regular compensation) at the employee's regular rate of pay.